View Purchase Orders

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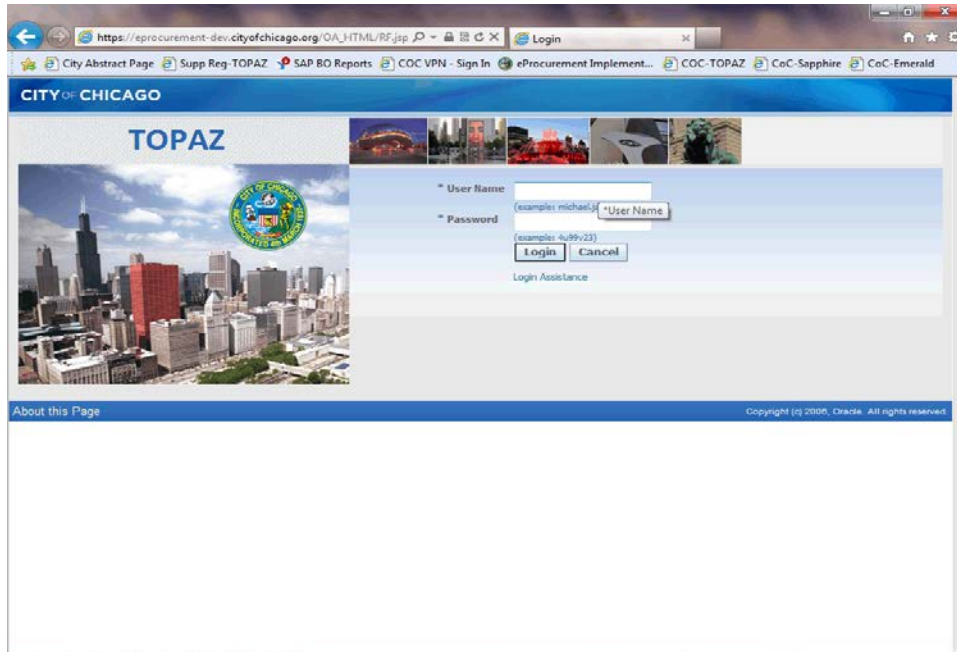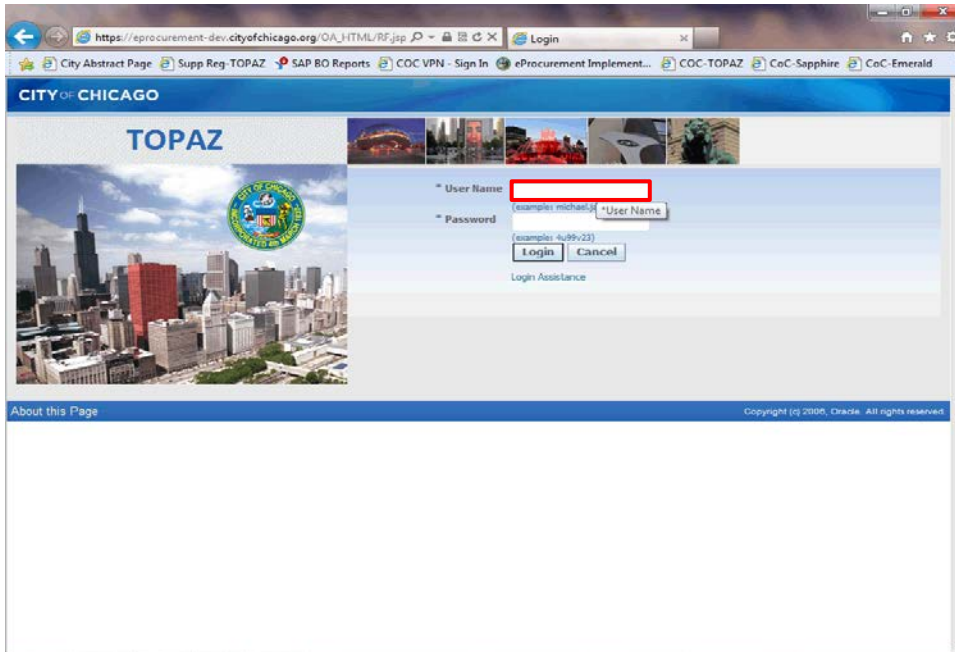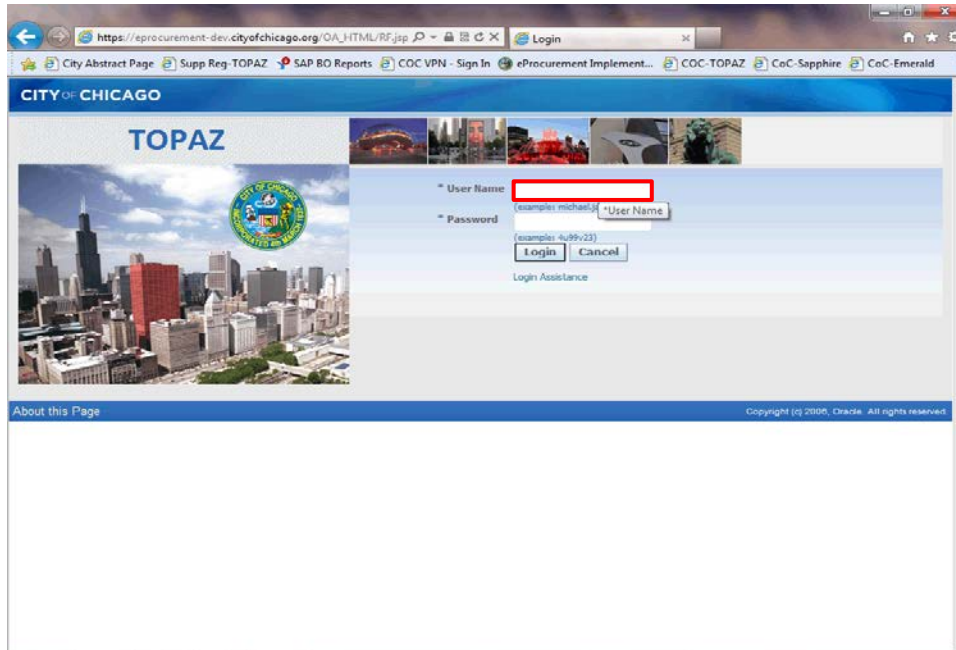

In this Course you will learn how to view all of your purchase orders that have been created by the City of Chicago through their iSupplier Portal.

Step 1
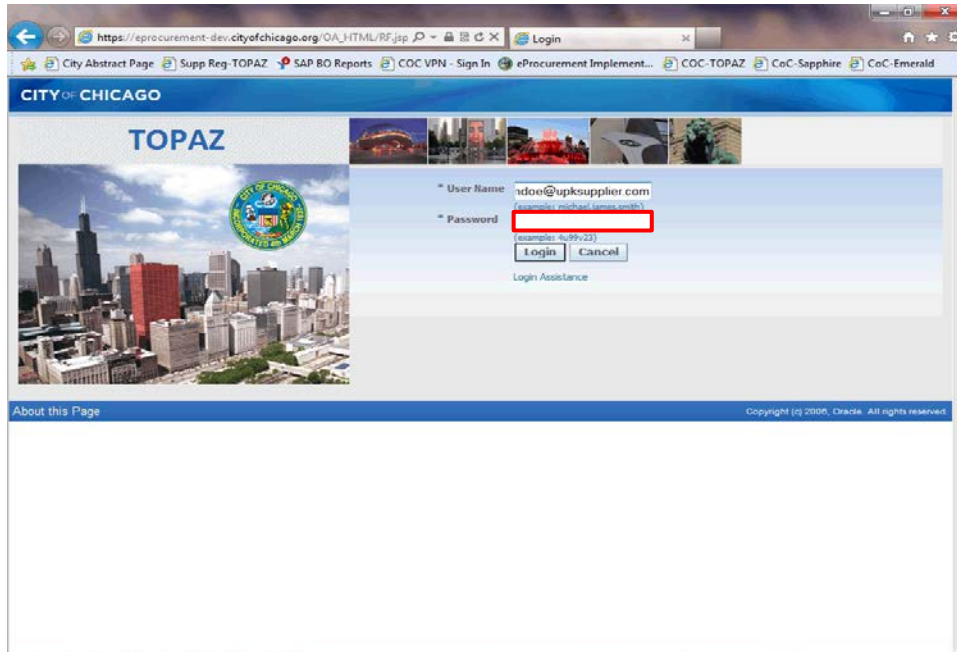
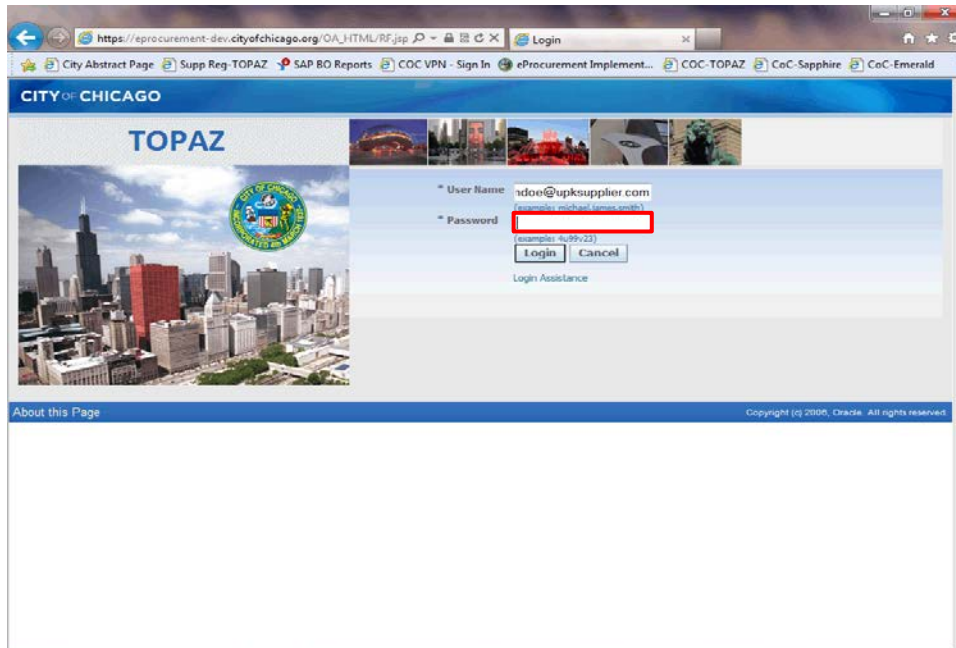From the login page, click in the **User Name** field.

Step 2

Enter the desired information into the **Username** field. In this example, enter "**johndoe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.
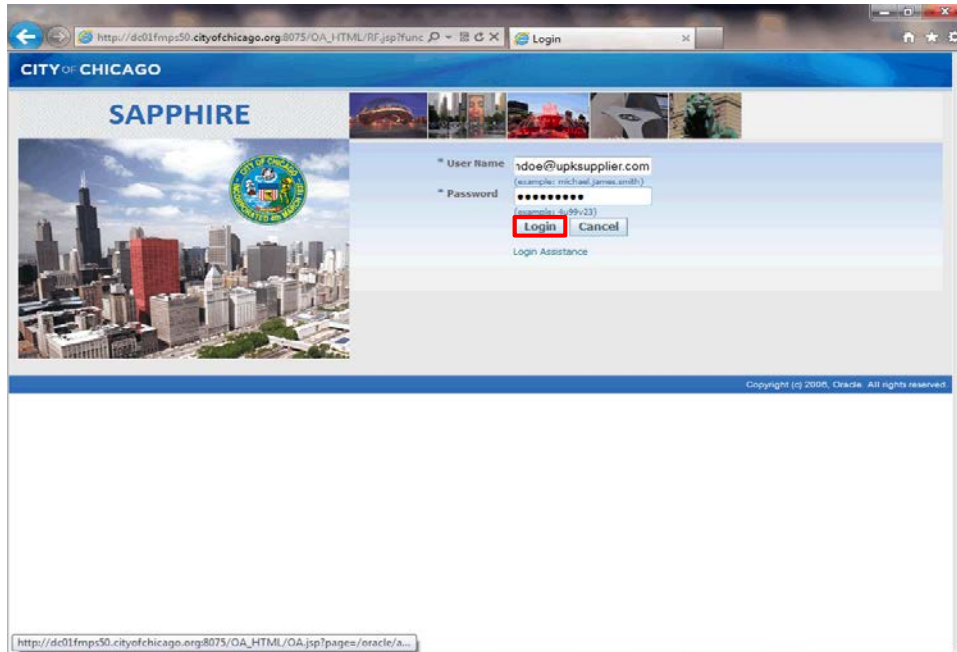
Step 3

Click in the **Password** field.

Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.

Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.

Step 7

The *iSupplier Portal Home Page* window now appears.

Click the **Orders** link at the top of the page to access your purchase order information.

Step 8

The *Purchase Orders* window now appears.

Here you will see a list of all of your company's purchase orders. Click on a purchase order number link to view the PO details.
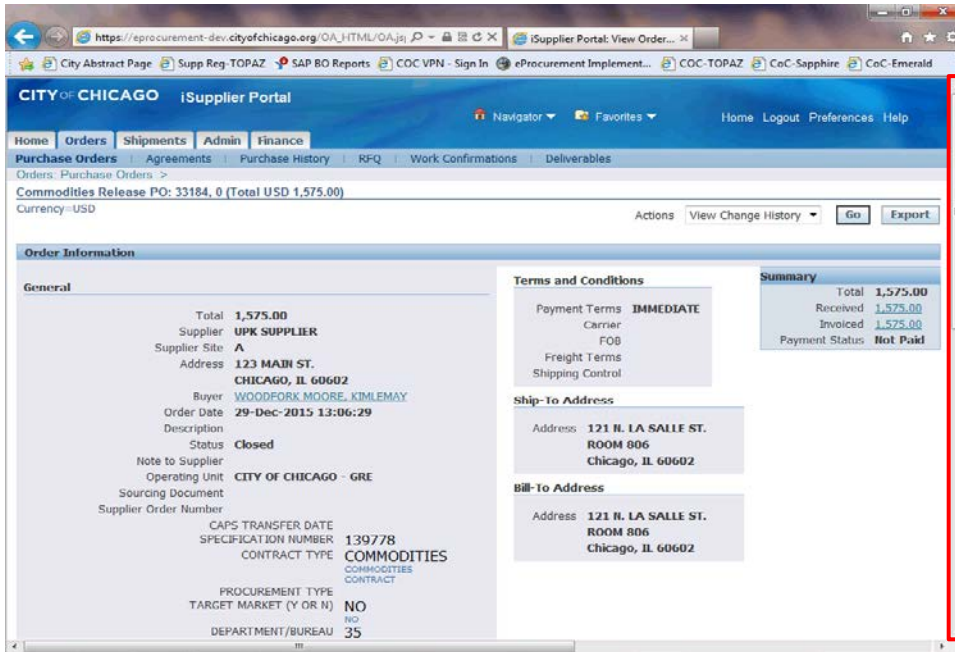
In this example, click the **33184** link.

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Step 9

This will bring you into the purchase order details. You can review all of the PO details on this page by using the scrollbar.

Under the Summary you can see the Total amount, received amount, invoiced amount and the payment status.

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Step 10

Click the **Actions** list.
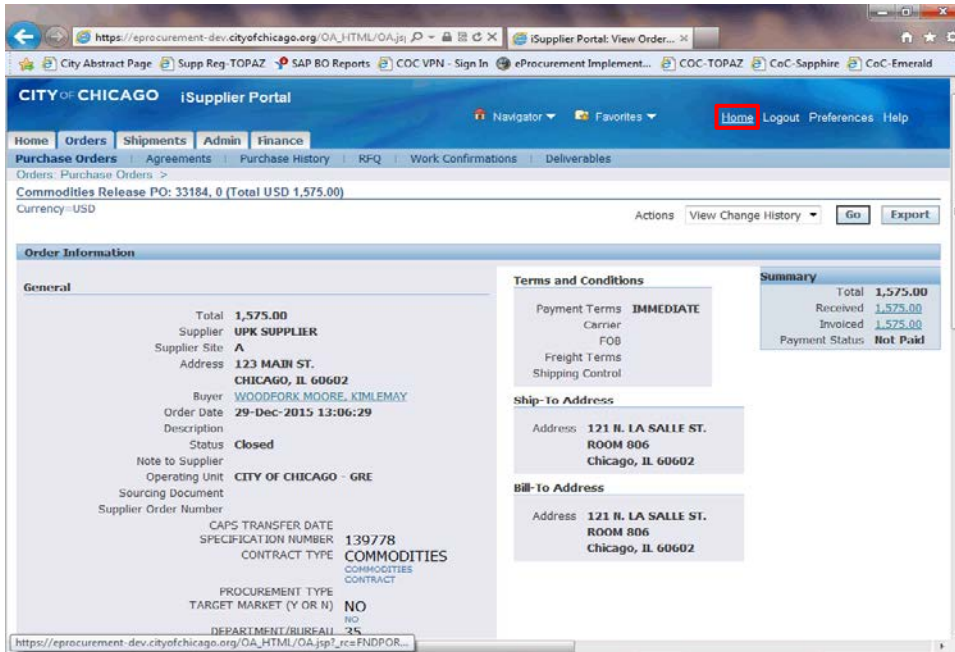
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Step 11

From the actions list you can also go and view all the associated receipts, invoices and payments.

Click the **Closed** object top continue.

Step 12

Once you are done reviewing you can return and view additional POs.

Click the **Home** link to return to the iSupplier Portal Home page.

Step 13

You have just finished viewing your company's purchase orders and details on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.